

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

ACADEMIC SENATE - AGENDA

April 13, 1982

UU 220

3:00 PM

Chair, Tim Kersten  
Vice Chair, Ron Brown  
Secretary, Harry Sharp

I. Minutes

II. Announcements

III. Reports

Administrative Council (Brown)  
CSU Academic Senate (Hale, Riedlsperger, Weatherby)  
Foundation Board (Kersten)  
President's Council (Kersten)

IV. Committee Reports

Budget (Conway)	General Education and Breadth (Wenzl)
Constitution and Bylaws (Rogalla)	Instruction (Gooden)
Curriculum (Butler)	Long Range Planning (Simmons)
Distinguished Teacher Award (Ruehr)	Personnel Policies (Murray)
Election (Mosher)	Personnel Review
Faculty Library (Barnes)	Research (Dingus)
Fairness Board (Rosenman)	Student Affairs (Scriven)

V. Business Items

- A. Resolution on the Academic Calendar (Simmons) (First Reading)
- B. Resolution on the Faculty Professional Record Form (Brown) (First Reading)
- C. Resolution on the Curriculum Process (Butler) (First Reading)
- D. Resolution on Honors at Graduation (Scriven) (First Reading)
- E. Resolution Regarding CAM 619 (Gooden) (First Reading)

ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-129-82/LRP  
February 23, 1982

RESOLUTION ON THE ACADEMIC CALENDAR

WHEREAS, The early semester academic system provides substantial advantages for students:

- a. there is better access to summer jobs with a spring term ending in May;
- b. because of decreased pressure, there is more time available for participation in student affairs, cultural activities, co-curricular activities, and intramural sports;
- c. course subjects can be explored in greater depth, with time not just for gathering information, but for analysis and synthesis as well;
- d. there is more time at the beginning of a term to get into a subject, and more at the end to review course work before exams (dead week);
- e. there is less pressure to choose a research topic or term paper subject in a hurried and uninformed way, and more time for substantive library and laboratory investigations;
- f. there is more time to do collateral readings and more time for reflection on them;
- g. less time proportionately is spent in taking exams and more in learning;
- h. there is a significant reduction in administrative procedures and red tape involving add/drop, CAR, schedules, grades, etc., with a consequent reduction in the possibility for error; and

WHEREAS, The early semester academic calendar system provides substantial advantages for faculty:

- a. there is more time to get to know individual students, to structure class material to meet individual needs, and to grade more perceptively;
- b. there is more time to develop subject material, to allow application of the information, and to reinforce it throughout the course;
- c. there is less pressure and more time to prepare ahead for lectures;

- d. there is more time at the beginning of a course to develop essential rapport with students and to establish a common set of expectations and language;
- e. less time proportionately is spent in testing and more in teaching;
- f. the possibility exists for giving a more meaningful midterm grade for student guidance;
- g. because there is more lead time for planning and preparation, there can be more varied instructional methods, including speakers, films, and teaching aids of all kinds; and

WHEREAS, The early semester academic calendar system provides substantial advantages for administrators:

- a. there are reduced costs in administering a two-term academic year;
- b. there is improved articulation with other components of California's higher education system (86 to 104 community colleges use a semester system; as do eleven of nineteen universities, and, after 1983, U.C. Berkeley) and with other universities across the nation (55% use a semester system, 48% the early semester);
- c. with more lead time, there can be more accurate and complete schedules and bulletins;
- d. less time proportionately is spent in starting up and concluding terms and more in administering programs; therefore be it

RESOLVED: That the university calendar be converted to the early semester; and be it further

RESOLVED: That a fully-funded summer term be continued; and be it further

RESOLVED: That savings derived from operating the new calendar be used for improvement of instruction.

## RESOLUTION ON FACULTY RESUMES

### Background

In October, 1981, President Baker sent the Faculty Professional Record Form to the academic senate for study and recommendation at the same time that it was forwarded to all faculty subject to personnel actions to be included in personnel files. In the discussions that followed, it was expressed that each faculty member needs to update his/her personnel file when applying for personnel action consideration and that a well prepared resume is essential to the careful review of the file. Legitimate concerns were raised, however, regarding the advisability of using standardized resume forms - either within a school or university wide.

The pertinent C.A.M. section (342.2.A.2) requires that faculty submit resumes (in a format that the dean may prescribe) and deals with how promotion consideration is initiated.

### C.A.M. Section 342.2.A.5:

Only those technically eligible faculty members who request consideration by a date specified by the school dean shall be evaluated for promotion. Such faculty members requesting promotion consideration shall submit a resume or supplementary statement of experience and accomplishments which demonstrates evidence of promotability (i.e. merit and ability) to those involved in the evaluation process. The resume or supplementary statement shall be presented in a format prescribed by the dean or the school statement of criteria for personnel actions. This material shall become a part of the faculty member's personnel file.

This resolution proposes a separation of the procedure for initiating a promotion consideration from the resume requirement, better delineation of the responsibilities of the dean and faculty member, and a process by which a professional resume can be generated without some of the problems inherent in a standardized resume or professional record form.

WHEREAS, it is appropriate to request faculty to update their files and professional resumes for the purposes of personnel action review, and

WHEREAS, a wide range of professional activities are appropriate to be included in the files and in resumes - and should be suggested to faculty, and

WHEREAS, use of a standardized form which includes an appropriately large number of categories of professional activity may lead some faculty to diversify their activities rather than make sustained and significant contributions in those areas in which they have special talent and interest, and

WHEREAS, a university or school standardized form has the potential for being inappropriately used as a quick comparison of faculty to determine relative merit which could then enhance the perception that it is the number and not the quality of the entries that matters,

therefore be it

RESOLVED: That the academic senate recommends that C.A.M. Section 342.2.A.5 be replaced by:

5. The dean of each school shall notify all faculty who are eligible for promotion consideration by the beginning of the academic year in which they are eligible. Only those technically eligible faculty members who submit a written request to the school dean for promotion consideration by a date specified by the school's statement of personnel action procedures shall be evaluated for promotion.

To assist each faculty member in preparing his/her resume, the dean of each school shall forward a copy of the policy statement requiring an updated resume (C.A.M. 342.2.A.6) and a copy of the Faculty Resume Worksheet appearing in Appendix XII at the time of notification of eligibility for promotion consideration.

6. Each faculty member requesting promotion consideration shall update his/her personnel file and submit a resume which indicates evidence of promotability. This resume should include all categories pertinent to promotion consideration: Teaching activities and performance, professional growth and achievement, service to the university and community, and any other activities or interests which indicate professional commitment, service, or contribution to the discipline, department, university, or community.

RESOLVED:

That the existing C.A.M. Section 342.2.A.6 be renumbered 342.2.A.7.

RESOLVED:

That the attached Faculty Resume Worksheet be placed in C.A.M. as Appendix XII .

## Appendix XII

### FACULTY RESUME WORKSHEET

This worksheet is intended to assist you in preparing your resume. Included are many categories of professional activity which may be appropriate. There may be other activities which should also be included in individual cases. The form of your resume is not prescribed. It might be appropriate to index the entries on the resume to any support material which also appears in your file.

#### I. BACKGROUND

EDUCATION  
CERTIFICATION OR LICENSING  
ACADEMIC EXPERIENCE  
RELATED PROFESSIONAL EXPERIENCE

#### II. TEACHING RELATED ACTIVITIES

COURSES AND LABORATORIES TAUGHT  
NEW COURSE PREPARATIONS  
MAJOR REVISIONS AND INNOVATIONS IN EXISTING COURSES  
CURRICULUM DEVELOPMENT  
SENIOR PROJECTS OR STUDENT RESEARCH SUPERVISED  
STUDENT ADVISING  
CURRENT INSTRUCTION RELATED PROJECTS  
OTHER

#### III. PROFESSIONAL GROWTH AND DEVELOPMENT ACTIVITIES

##### ACTIVITIES COMPLETED

(Be specific, including dates, about activities such as consulting, commissions, patents, copyrights, relationships with business and industry, projects completed, publications, papers presented, reviews, professional workshops offered, professional conferences/workshops attended, etc.)

PARTICIPATION IN PROFESSIONAL ASSOCIATIONS AND ORGANIZATIONS  
GRANTS, CONTRACTS, FELLOWSHIPS, HONORS  
CURRENT PROJECTS AND ACTIVITIES

#### IV. SERVICE

UNIVERSITY  
SCHOOL  
DEPARTMENT  
COMMUNITY (Only include service which is related to teaching and/or professional activities)

ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-130-82/CC  
February 23, 1982

RESOLUTION REGARDING THE CURRICULUM PROCESS

Background: The current 1981-1984 catalog has been approved for extension through the 1983-1984 academic year. The extension, approved by President Baker upon Senate recommendation, was required because of the revision being made to the General Education and Breadth (GE & B) Requirements. Revision of the GE & B Requirements is scheduled for completion December 10, 1982.

- WHEREAS, Revised GE & B requirements will cause curriculum changes; and
- WHEREAS, GE & B requirements revision should be complete prior to curriculum revision; and
- WHEREAS The Academic Senate must complete review of curriculum changes prior to June 1983; therefore be it
- RESOLVED: That the following schedule be adopted for preparation and review of the next catalog.

SCHEDULE

January 1, 1983 through March 1, 1983

Departments shall review and develop proposals. All approved proposals shall be forwarded to the Department Head. The Department Head shall review and evaluate the proposals and forward all proposals to this appropriate School Curriculum Committee.

March 1, 1983 through April 1, 1983 ✓

The School Curriculum Committee shall consult with the faculty in reviewing and evaluating the proposals. These proposals shall then be forwarded to the Dean. The Dean shall review and evaluate the proposals and forward all proposals to the Vice President for Academic Affairs.

April 1, 1983 through June 15, 1983

The Vice President for Academic Affairs shall review and evaluate all proposals and forward recommendations to the President. The Curriculum Committee of the Academic Senate shall review and evaluate the proposals and forward its recommendations to the Academic Senate. The Academic Senate shall review and evaluate the proposals and forward its recommendations to the President.

June 15, 1983 through August 31, 1983

The President or his/her designee shall review and make the final decisions.

September 1, 1983 through October 15, 1983

The Dean's offices shall proof the catalog layout and submit final copy to the Academic Affairs staff.

October 15, 1983 through May 1984

The manuscript shall be prepared and submitted to the printer. The galley and page proofs shall be checked. The catalog shall be printed, bound, and delivered.



ACADEMIC SENATE  
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CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-131-82/SA  
February 23, 1982

RESOLUTION ON THE HONORS AT GRADUATION PROGRAM

- WHEREAS, At present, candidates for the various Dean's Lists and candidates for Honors at Graduation are selected by different methods; and
- WHEREAS, Inconsistencies may arise as a result of this difference, namely, students may receive Honors at Graduation but never qualify for the Dean's List; and
- WHEREAS, The method used to arrive at the Dean's List is not susceptible to fluctuations in grading patterns as is the method currently used to select candidates for Honors at Graduation; therefore be it
- RESOLVED: That the Academic Senate endorses a program of Honors at Graduation that includes the top 10% of each School's graduating class on that School's Honor Roll and assigns honors as follows:

- Summa Cum Laude: The top 10% of the Honor Roll from each School
- Magna Cum Laude: The next 30% of the Honor Roll from each School
- Cum Laude: The remaining 60% of the Honor Roll from each School

ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-132-82/IC  
March 30, 1982

RESOLUTION REGARDING MODIFICATION OF CAM 619

Background: According to CAM 619, the Registrar is required to compile a list of all students graduating alphabetically by department at least three weeks before commencement. Since "commencement" comes but once a year, the list is not compiled the remaining three quarters. Faculty have not used this list as a basis for challenging any student's eligibility to graduate. As an economy measure, the Associate Vice President for Academic Programs has asked our approval to delete this section of CAM on the basis that the faculty still has the opportunity to evaluate prospective graduates from another source--a sheaf of Application for Graduation forms which the graduating hopeful initiates and is transmitted to his department for approval. This process, unlike the other, occurs every quarter. Whereas before the compilation of the CAM 619 list was an expensive procedure requiring considerable staff work devoted to cutting and pasting something for replication and distribution to all the departments, (if approved) the expense would be reduced considerably by merely transmitting few computer printouts to the School Deans.

WHEREAS, The list required by CAM 619 is expensive and time consuming to compile; and

WHEREAS, There have been no challenges by faculty of a student's qualification for graduation arising from this list in recent history; and

WHEREAS, Faculty members may find the occasion to exercise their challenge in the future; therefore be it

RESOLVED: That CAM 619 be amended to read in the following manner:

The Registrar is responsible for checking the records of students who have applied for graduation. After being satisfied that those who have applied have met (or will meet pending satisfactory completion of their final quarter's work) all graduation requirements, the Registrar will submit a list, alphabetically by department, of "Applicants for Graduation" to the ~~INSTRUCTIONAL DEPARTMENT~~ ~~heads~~ deans no later than three weeks before commencement. Notification of the faculty by the Registrar will coincide with the arrival of the list and space will be provided for interested faculty in the respective school to peruse it. Etc.